

**JOB DESCRIPTION**

**Job Title:** Purchase Ledger Administrator

**Line Manager:** Assistant Bursar, Finance

**Responsible for:** No direct reports

**Contacts:** Other staff and suppliers

**Job Overview**

This key role is responsible for managing the school’s purchase ledger and ensuring accurate, timely processing of supplier and staff payments. You’ll help maintain financial integrity and support cash flow management, while working collaboratively across departments to streamline processes and enhance efficiency.

The Purchase Ledger Administrator also manages use of the school credit card, monitors designated supplier payments bank account (No.3) and any necessary petty cash requirements.

**Purchase Ledger & Supplier Management**

* Accurately check and process supplier invoices using the iFinance system ensuring correct coding and compliance with school financial policies and VAT rules.
* Ensure prompt yet timely payments to suppliers, adhering to agreed terms.
* Resolve supplier and internal purchase ledger queries promptly and professionally.
* Prepare and submit weekly supplier payment runs for Director of Finance and Operations approval (BACS & cheque payments).
* Administer and reconcile school credit card transactions (Barclaycard).
* Monitor and reconcile the No.3 (bills) bank account monthly.
* Regularly review supplier statements to ensure completeness and accuracy.
* Maintain a structured, audit-ready digital filing system for invoices and statements.
* Support supplier setup, including direct debits and account management.

**Staff Expenses & Petty Cash**

* Process staff expense claims accurately and efficiently in iFinance ensuring compliance with school financial policies.
* Manage and reconcile petty cash, ensuring robust internal controls.

**Financial Analysis & Support**

* Assist in preparing supporting schedules for VAT returns, working alongside the Assistant Bursar, Finance.
* Regular reporting to budget holders on current spend and support with any queries.
* Carry out trend and spend analysis to highlight key areas of expenditure and identify cost-saving opportunities.
* Help the team explore smarter ways to manage school finances and streamline routine processes.

**Collaboration & Teamwork**

* Work closely with Sales Ledger and Payroll colleagues, offering cover and support during peak periods or absence.
* Liaise with staff across departments to support financial awareness and process improvements.
* Take initiative in improving processes and contributing to a positive team culture.

**Hours**

22-28 hours a week over 4-5 days

Hours: Flexible hours can be considered between 8.30am - 5.00pm

Contract: All year or could consider term-time plus 4 weeks with annual leave entitlement

Salary: £28,000-£30,000 pro rata

**Benefits and Perks**

* Generous holiday allowance
* Pension scheme
* Free freshly prepared lunch
* Free on-site parking
* Professional development opportunities
* Discounted school fees (after probation)
* Flexibility (part-time option available)